

RegData user guide

Uploading an XML file

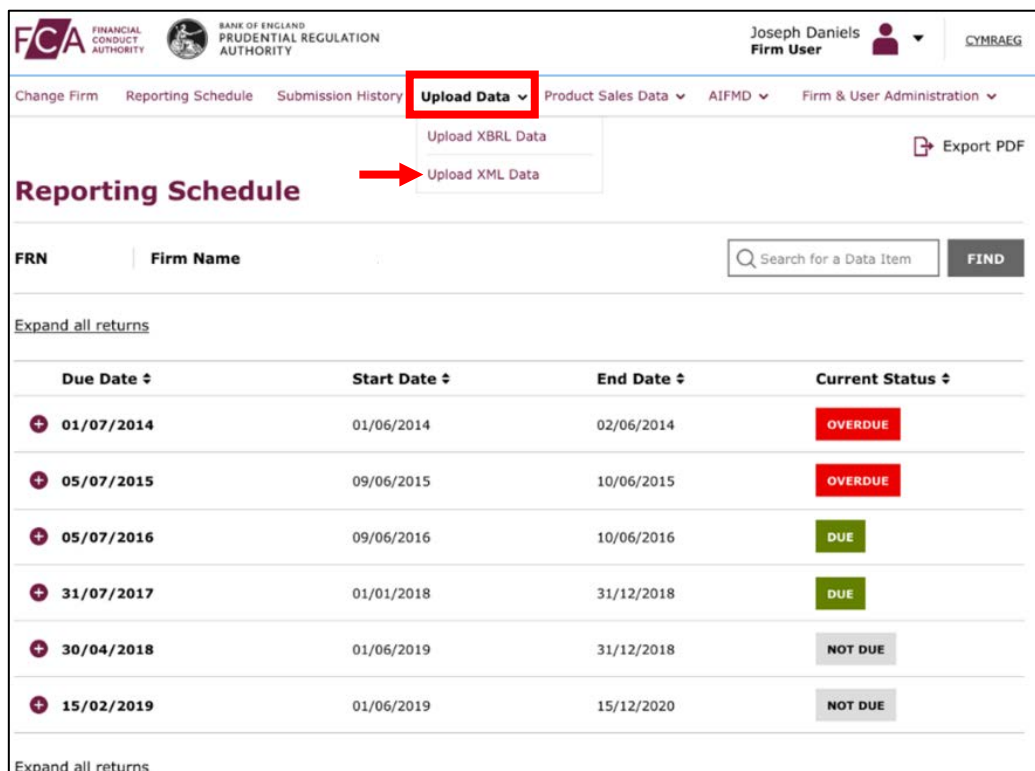
There are multiple methods for completing your return. This guide will focus on uploading an XML file online.

This guide explains how to:

- navigate to where you upload the XML
- upload the XML
- confirm successful upload

1. Navigating to upload XML data

At the top of the screen, click on the Upload Data drop-down option, and select Upload XML Data:



The screenshot shows the RegData user interface. At the top, there are logos for FCA, Financial Conduct Authority, and Bank of England Prudential Regulation Authority. The user is identified as Joseph Daniels, Firm User, with a profile icon and a dropdown arrow. A navigation bar contains several options: Change Firm, Reporting Schedule, Submission History, Upload Data (highlighted with a red box), Product Sales Data, AIFMD, and Firm & User Administration. A red arrow points to the 'Upload XML Data' option in the dropdown menu. Below the navigation bar, there is a search bar for data items and a 'FIND' button. The main content area displays a 'Reporting Schedule' table with columns for Due Date, Start Date, End Date, and Current Status. The table lists several reporting periods, with the first two marked as 'OVERDUE' and the last two as 'NOT DUE'. There are also links to 'Expand all returns' at the top and bottom of the table.

Due Date	Start Date	End Date	Current Status
01/07/2014	01/06/2014	02/06/2014	OVERDUE
05/07/2015	09/06/2015	10/06/2015	OVERDUE
05/07/2016	09/06/2016	10/06/2016	DUE
31/07/2017	01/01/2018	31/12/2018	DUE
30/04/2018	01/06/2019	31/12/2018	NOT DUE
15/02/2019	01/06/2019	15/12/2020	NOT DUE

If the XML being uploaded relates to 1 return, select **Individual Data Item XML** at the top of the screen. Select the data item the upload relates to:

Upload XML Data

Individual Data Item XML Upload XML Request formatted file containing One or more data items

[Collapse all returns](#)

Due Date ↓	Start Date ↓	End Date ↓	Current Status ↓
01/07/2014	01/06/2014	02/06/2014	OVERDUE
Data Items		Completion Status	
<input type="radio"/> FSA001 Balance Sheet ⓘ			Waiting for Cross Validation
<input type="radio"/> FSA002 Income Statement ⓘ			Draft
<input type="radio"/> FSA003 Capital Adequacy ⓘ			Failed Validation
<input type="radio"/> FSA004 Breakdown of Credit Risk Data ⓘ			Ready to Submit
<input type="radio"/> FSA005 Market Risk (solo-consolidated) ⓘ			Submitted
<input type="radio"/> FSA008 Large Exposures ⓘ			Resubmission
<input type="radio"/> RMA-G Training and Competence ⓘ			Waiting for Cross Validation
05/07/2015	09/06/2015	10/06/2015	OVERDUE
Data Items		Completion Status	
<input type="radio"/> FSA001 Balance Sheet ⓘ			No Data
<input type="radio"/> FSA002 Income Statement ⓘ			Draft
<input checked="" type="radio"/> FSA005 Market Risk (solo-consolidated) ⓘ			Waiting for Cross Validation
<input type="radio"/> FSA008 Large Exposures ⓘ			Resubmission
<input type="radio"/> RMA-G Training and Competence ⓘ			Waiting for Cross Validation

UPLOAD DATA

If the data being uploaded relates to multiple date items, click on **Upload XML Request formatted file containing One or more data items**.

Select all applicable data items:

Upload XML Data

Individual Data Item XML Upload XML Request formatted file containing One or more data items

[Collapse all returns](#)

Due Date	Start Date	End Date	Current Status
01/07/2014	01/06/2014	02/06/2014	OVERDUE
Data Items		Completion Status	
<input type="radio"/> FSA001 Balance Sheet			Waiting for Cross Validation
<input type="radio"/> FSA002 Income Statement			Draft
<input type="radio"/> FSA003 Capital Adequacy			Failed Validation
<input type="radio"/> FSA004 Breakdown of Credit Risk Data			Ready to Submit
<input type="radio"/> FSA005 Market Risk (solo-consolidated)			Submitted
<input type="radio"/> FSA008 Large Exposures			Resubmission
<input type="radio"/> RMA-G Training and Competence			Waiting for Cross Validation
05/07/2015	09/06/2015	10/06/2015	OVERDUE
Data Items		Completion Status	
<input type="radio"/> FSA001 Balance Sheet			No Data
<input type="radio"/> FSA002 Income Statement			Draft
<input checked="" type="radio"/> FSA005 Market Risk (solo-consolidated)			Waiting for Cross Validation
<input type="radio"/> FSA008 Large Exposures			Resubmission
<input type="radio"/> RMA-G Training and Competence			Waiting for Cross Validation

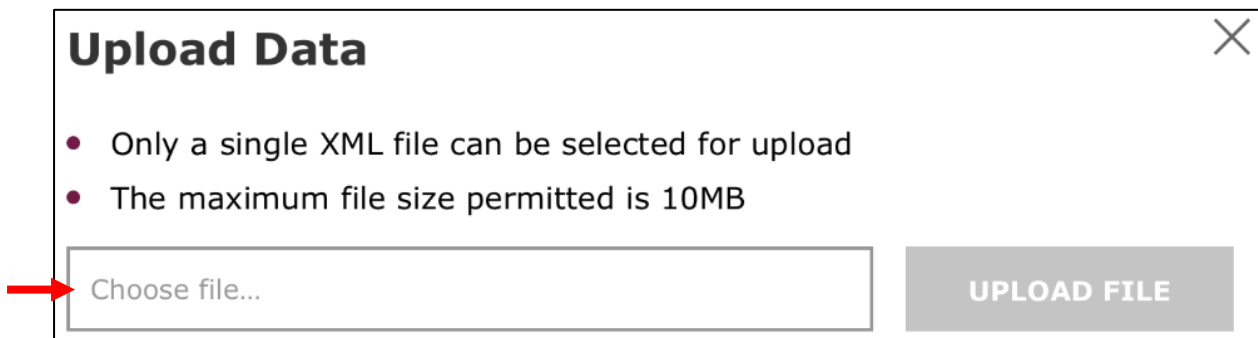
UPLOAD DATA

Click on **Upload Data**:

FSA005 Market Risk (solo-consolidated) | | Waiting for Cross Validation || FSA008 Large Exposures | | | Resubmission |
| RMA-G Training and Competence | | | Waiting for Cross Validation |

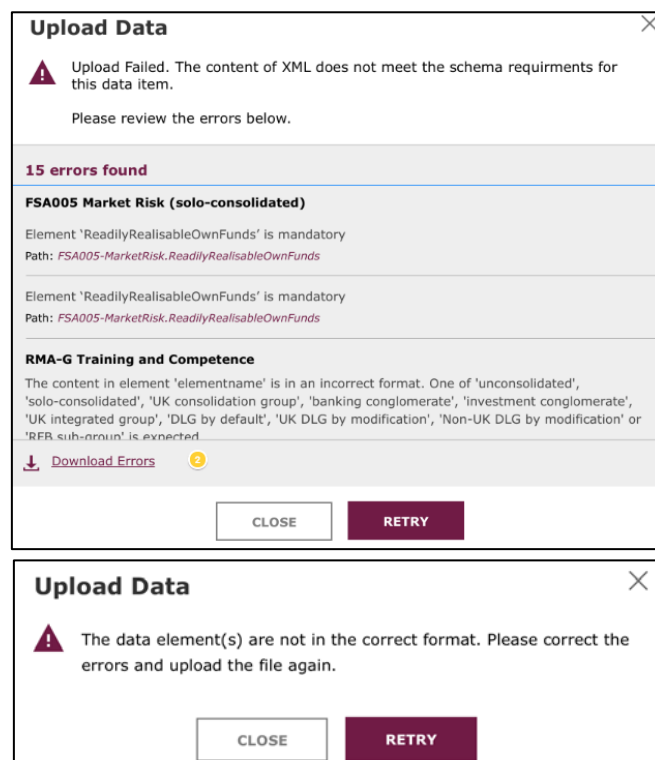
2. Uploading data

In the Upload Data dialogue box, click on **choose file**:



Find your file to upload. Click on **upload file**.

Resolve any errors that have resulted from the upload. If any errors have occurred, you will receive an error message like in the examples below:



You will need to resolve all errors before trying to upload again.

Once the data has been successfully uploaded, you will see this confirmation.

Click on **close**:

